



# City of Cambridge

## PURCHASING DEPARTMENT

795 Massachusetts Ave. • Cambridge, Massachusetts 02139-3219

Amy L. Witts  
Purchasing Agent

TO: All Bidders

FROM: City of Cambridge

DATE: December 17, 2015

RE: File No. 7025B – RE-BID Delivery Service Required for Library - Addendum No. 1

The following question was submitted and answered (2).

### Question

1. **Insurance and Bonding Requirement:** I have attached our certificate of insurance which shows all of our policies, specifically our crime coverage at the bottom. Is there a way to email a copy of our entire crime policy agreement so we can confirm that is exactly what you are looking for? I feel as though it is too many pages to fax but would be happy to email the pdf along.

### Answer

We cannot evaluate if you meet the Insurance and Bond requirements before the bid is due. Please look over this section of the bid.

: **Insurance and Bond requirements** – (4) fire or theft - \$25,000 each event.

### Question

2. **Quality Requirements:** Question number 8 states: Bidder's employee who will be providing delivery services will have worked at bidder's company for a minimum of (2) years. We have an employee who would be providing the daily delivery services for the Library, the employee has been with us for less than two years. We would love to have this individual provide the daily delivery services for the library if awarded the contract, but want to make sure the employee would be allowed to.

### Answer

We will be **disregarding** quality requirement number 8 from the bid which states:

Bidder's employee who will be providing delivery services for the Cambridge Library have worked at bidder's company for minimum of two (2) years.

As it is in the best interest of the city.

**Questions are now closed; All other details remain the same**

AMY L. WITTS  
PURCHASING AGENT